
Purpose

Specify who may be designated as a responsible party and the documentation required.

**State of Nebraska
Definition of Minors**

A minor is defined as follows:

- ◆ Infants (birth up to one year of age)
 - ◆ Children (up to five years of age)
 - ◆ Categorically eligible youth who are not emancipated and are under the age of 19.
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**Definition of
Responsible Party
For WIC Enrollment**

A responsible party is the individual who may apply for program benefits for themselves or on behalf of a minor. A responsible party must meet one of the following requirements.

- ◆ must be a parent who has custody of their children or a step-parent who is married to the custodial parent
 - ◆ a pregnant, postpartum or breastfeeding teenager if enrolling themselves.
 - ◆ An adult (19 years of age or older), who has been designated as an Enrollment Proxy by the minor's legal guardian.
 - ◆ Foster parents of children placed in their care by the state.
 - ◆ Friends, including boyfriends or relatives who have suddenly been left with minors in their care and have no legal guardianship would need to fill out the No Proof Form. Staff should document the situation on the form.
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**Responsibilities Of A
Person Designated as
a Responsible Party**

Any person who signs the Certification Signature Form is the person who assumes responsibility to meet program obligations, as stated in the Participant Agreement. That person is to be listed as the responsible party in the designated space on the computer screen except as described below.

**Responsibilities of
Enrollment Proxies**

Persons enrolling a minor on behalf of the parent or guardian are not to be listed as a responsible party. The person who signed the Enrollment

**Responsibilities of
Enrollment Proxies
(cont)**

Proxy Form shall be recorded as the responsible party in the computer system.

The person enrolling the minor on behalf of the parent or legal guardian is responsible for informing the parent or legal guardian of his/her Program rights and responsibilities.
